

JOB DESCRIPTION: **TRANSPORT OFFICER - JUVENILE**DATE: **02/02/1998**

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| EXEMPT (Y/N): | No | JOB CODE: | CSC Exempt |
| DEPARTMENT: | Community Justice | CLASSIFICATION: | 205 |
| SUPERVISOR: | Juvenile Division Supervisor | SALARY RANGE: | \$10/Hr (<.5 FTE, On Call) |
| UNION (Y/N): | No | LOCAL: | N/A |

GENERAL STATEMENT OF DUTIES: Work in conjunction with Juvenile Counselors to insure the safe and efficient transport of youth to and from facilities as required. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Transport juvenile offenders to locations as directed by Juvenile Department.

Monitor the offender's behavior to maintain safety and security during transport.

Apply and remove transport restraints as required.

Provide verbal and written reports of any incidents that occur during the transport.

Deliver documents as directed.

Maintain vehicle and transport records.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Director of the Juvenile Department who assigns and reviews work for conformance to established procedures and methods.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent. Preference will be given for any additional college level course work in the social science field and for training in crisis intervention. One year of experience working with juveniles or secure transport of people. Preference will be given for prior work experience in law enforcement or corrections. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Basic knowledge of records maintenance and behavior management. Knowledge of the operation and maintenance of transport vehicles. Skill in the safe operation of a motor vehicle.

Ability to maintain proper professional boundaries and deal with offenders in an effective, positive manner. Ability to prepare accurate and complete reports. Ability to act in such a manner so as to

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maintain the confidentiality of issues and matters which may be encountered. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking and physically restraining angry and hostile juveniles. Long periods of operating a motor vehicle in a sitting position will be required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regular contact with offenders; interaction to diffuse offender aggression in both an office and field setting. Will be required to respond on an on-call basis to transports in the evening and on weekends. May receive physical injuries when transporting offenders. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, often in remote areas.